

It is the policy Industrial Coating Services Limited (ICS) to ensure that rail sponsored individuals do not work excessive working hours.

As a responsible employer we hold both a legal and moral duty to eliminate and reduce the risks to the health, safety and welfare of our staff and workers associated with working excessive working hours. Our aim as an employer is to encourage an appropriate level of work life balance.

We will provide the necessary resources, planning and monitoring of working hours to ensure compliance to published rail group and Network Rail Company standards, this will include:

- Ensuring maximum working shifts of no more than 12 hours,
- Ensuring that no employee or worker has less than 12-hour rest period between consecutive shifts,
- Ensuring that door-to-door shift times do not exceed 14 hours
- Ensuring that any extension to planned limits are subject to a Fatigue Risk Assessment and formal authorisation,
- Ensuring that no employee or worker works more than 13 shifts in 14-day period,
- Ensuring that no employee or worker works more than a 72-hour working week.

The requirements of this policy will be communicated to all employees and workers performing safety critical activities on behalf of the organisation. The requirements of this policy will be implemented into the organisation through the **ICW015 Setting and Managing Working Hours** work instruction.

The Company will ensure that fatigue management responsibilities are assigned, accepted and fulfilled at all levels. This policy statement will be reviewed as part of change planning, lessons learned, knowledge transfer, post incident and annually.

**Signed:**



**Printed:** *Richard Parker, Managing Director*

**Date:** *January 2021*

**Review Date:** *January 2022*